

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL SCIENCE AND TECHNOLOGY CENTER
DENVER FEDERAL CENTER, BUILDING 50
P.O. BOX 25047
DENVER, COLORADO 80225-0047**

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EMS TRANSMISSION

Instruction Memorandum No. ST-2002-041

Expires: 9/30/2003

To: All National Science and Technology Center Managers and Supervisors

From: Director, National Science and Technology Center

Subject: National Science and Technology Center (NSTC) Operation Procedures - Staffing Requirements Analysis

Program Area: NSTC Operations

Purpose: The attached document outlines the staffing analysis and personnel management committee (PMC) process for the BLM's NSTC.

Time Frame: Implementation of this process will begin upon issuance of this IM.

Budget Impact: Implementation of this process should result in more effective and efficient analysis of staffing requirements and recruitment options. No negative budgetary impact should result.

Background: Staffing requirements will be presented at a monthly PMC for discussion and review. Representatives from the National Human Resources Management Center will participate with the PMC to provide advice and counsel.

Manual/Handbook Sections Affected: None

Coordination: All members of the NSTC Leadership Team participated in the development of this process.

Contact: Please contact your supervisor or Mike Kirby (303-236-6491) if you have any questions about these procedures.

Signed by:
Lee Barkow
Director

Authenticated by:
Rheda Dodd
Staff Assistant

1 Attachment

1 - NSTC Operating Procedure for the Analysis and Consideration of Staffing Requirements
(3 pp)

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